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Approved For Release 2005/11/21 : CIA-RDP70-00211R000300110042-9

Staff Meeting
Discussed
FILED: Org. & Mgt. 1
RETURN TO
RECORDS MANAGEMENT DIVISION

MEMORANDUM FOR: Assistant Management Officer, DD/I Area
Assistant Management Officer, DD/P Area
Assistant Management Officer, DD/A Area
Chief, Regulations Control Staff
Chief, Records Management Division ✓
Chief, Business Machines Service

SUBJECT: Procedures relating to Management Staff Finance
Matters

1. All travel orders, purchase requests, personnel actions or any other documents which may result in a financial obligation or expenditure of any funds allotted to the Management Staff will be prepared for signature of the Chief, Management Staff.

2. Prior to submission of such documents, certification as to the availability of funds shall be obtained from []
[] Management Staff.

3. Any document received by any component of the Management Staff which pertains to that component's budget, payroll, obligations, liquidations and/or related finance matters will be immediately routed to [] ✓

SIGNED

[]
Chief, Management Staff

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